



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND
102 MCNAIR DRIVE
FORT MONROE, VIRGINIA 23651-1047

REPLY TO
ATTENTION OF

ATTG-TRQ

02 MAR 2009

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: TRADOC Policy Letter 11, Guidance and Restrictions on
TRADOC-Sponsored Conferences

1. Reference Joint Travel Regulations, Volume 2, Department of Defense Civilian Personnel, 1 Dec 05.
2. This memorandum provides conference control policy and guidance for all TRADOC-sponsored conferences.
3. TRADOC must stay engaged with the operational Army and our partners in the Generating Force. However, as an Army still at war, we remain resource constrained. Therefore, collaborative information systems should always be our first choice to exchange information and garner feedback.
4. On the other hand, I strongly support conducting seminars and engagements with leaders and Soldiers who assist us in fulfilling our duties to support the Army. As such, you are authorized to conduct these events provided the following conditions are met:
 - a. Seminars and engagements are warfighting-focused with specific objectives to improve our abilities and capabilities in a common operating environment.
 - b. Equipment displays and vendor wares are not the focus of the event.
 - c. The agenda is not duplicative of past branch conferences or reunions.
 - d. Attendees are limited to those who can specifically contribute to event objectives.
 - e. Cost is minimal, to include the cost to other TRADOC entities requested to attend. HQ TRADOC will not provide resources to host conferences.

ATTG-TRQ

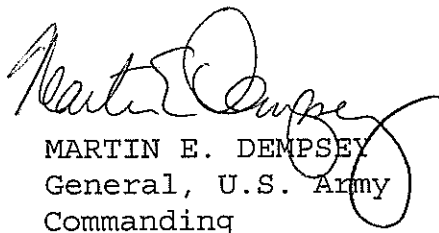
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f. Leaders have consulted their Joint Ethics Advisors and Staff Judge Advocates to ensure compliance with current statutes and other requirements when hosting seminars and engagements.

5. This guidance also pertains to our leaders and personnel attending other forums. You must make sound decisions as to the return on our investment regarding attendance at conferences and events that do not directly support our mission.

6. As leaders, I expect you to do what is right for our Army. Specific requests for approval to host seminars or engagements as outlined above are not required at this level, however, I expect you to adhere to my guidance.

7. This policy is effective for 2 years from the published date.



MARTIN E. DEMPSEY
General, U.S. Army
Commanding

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